

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Review Item:

KDE Employment Report

Applicable Statute or Regulation:

KRS Chapter 18A, KRS 156.017, House Bill 502 (Budget Bill-2000 General Assembly); executive order 96-612, House Bill 727 (1998 General Assembly).

History/Background:

Existing Policy. The Kentucky Board of Education authorized a minimum 10% minority employment goal for the Department of Education in 1994. In addition, effective July 1, 2004, the targeted hiring goal for minority employment for state government agencies was raised from 7.51% to 10% based on the 2000 census data for Kentucky.

The Department of Education's minority employment goal exceeds the Kentucky State Government goal and is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the department; 2) mirror the student population of Kentucky's schools; and 3) provide for a multi-talented and diverse workforce that can provide quality leadership and professional services to local school district administrators, teachers, parents, students and citizens.

- The Kentucky Department of Education, as of the close of business, December 31, 2007, employed 640 full-time employees. (554 non-minority employees/86.6% and 86 minority employees/13.4%)
- The department's Frankfort-based full-time work force of 381 employees includes 326 non-minority employees/85.6% and 55 minority employees/14.4%.

During the two-month period from November 1, 2007 - December 31, 2007, there were:

- 12 appointments, 2 of whom were minority employees
- 1 reinstatement, minority employee
- 4 internal promotions
- 2 reclasses, 1 of whom was a minority employee
- 2 transfers within
- 2 transfers in from other agencies
- 10 separations from employment, 2 of whom were minority employees
 - 2 separations from leadership positions

- 2 separations from professional positions
- 5 separations from support positions

During the two-month period from November 1, 2007 - December 31, 2007, there were:

- 11 positions for which interviews were scheduled
- 427 applicants who expressed an interest in those positions
- 62 qualified candidates selected to interview for those positions by the supervisor/manager in the office/division and contacted by HR
 - 12 applicants were males
 - 50 applicants were females
 - 15 applicants were minorities
 - 5 minority applicants were male
 - 10 minority applicants were female
- 24.2% of the total applicants contacted were minorities

The following notations are designed to provide clarification for the preceding statistics:

- All KDE positions are advertised on the KDE website and all positions that require a merit register are posted on the Personnel Cabinet website for 10 days.
- KDE's internal policy requires an interview panel of a minimum of three (3) people, 1 of whom must be a minority employee and a minimum of three candidates must be interviewed, 1 of whom must be a minority candidate, if available.
- A **contact** is defined as a phone call or e-mail, made by the Kentucky Department of Education – Division of Human Resources, requesting an individual, as identified on a register, to interview.
- The Kentucky Department of Education does receive certified registers from the Personnel Cabinet that do not contain applicants with a designated minority status.

The Kentucky Department of Education hiring is currently subject to Executive Order 2008-011. This order limits all hiring actions to those justified as essential to the delivery of services and those requests that have funds available to sustain the position within reduced budget amounts. All personnel actions must be justified and approved by the Secretary of the Governor's Executive Cabinet prior to submission to the Personnel Cabinet for processing.

The following notations are designed to provide clarification, for the report in its entirety:

- Full-Time Employee, for the purpose of this report, is defined as all KRS18A and all KRS161 employees.
- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees; **Professional** reflects all positions, grade 15 and above, and **Support** includes all positions grade 14 and below.
- Appointments and separations are not mutually exclusive. As KDE employees are many times the successful candidates for positions, a single move may create a separation and an appointment. For the purpose of this report, a separation includes: resignations, retirements, transfers out of KDE and deaths.

Attached are two charts, one reflecting overall and minority employment by type of employment, bureau and office and the second providing historical data on minority employment.

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